

Davidson County
UT/TSU Agriculture Extension Board Meeting Minutes
February 16, 2017

The Davidson County UT/TSU Agriculture Extension Board met on February 16, 2017, at 1:00 P.M. in the Davidson County Extension Office, Metro Southeast Bldg., at 1417 Murfreesboro Pike, second floor.

Members Present: Mr. Dan Covington, Chair, Mr. Mark Kerske, Vice Chair, Mr. Bobby Edwards, Ms Thelma Sanders-Hunter, Ms. Laura Bigbee-Fott

Members Absent: Ms. Sherrie Smith, Mr. Will Nesby

Dan Covington called the meeting to order. A quorum was present for the transaction of business.

Introduce Visitors/Guests: Mr. Barry introduced Andy Lance new STEM Staff member and Tia Mason SNAP Ed. Program Assistant.

Minutes of the last meeting: The members were provided a copy of the minutes prior to the meeting. On motion by Ms. Thelma Sanders-Hunter and seconded by Ms. Laura Bigbee-Fott the minutes were approved.

Officer's Report: A section of the Board and Commissioner's Document relative to the TCA and MOU that are included in the Board's notebooks was reviewed.

Old Business: Mr. Covington called on Mr. Barry to address FY 18 budget update process. Mr. Barry presented the Board with handouts that showed Department's budget priorities. He had previously solicited Board Input for recommended items. The CIB request of \$201,000 is a continuing request for relocation of the office to the first floor at Southeast. He stated that the OB request reflected \$1200 increase in supplies, \$800 increase in travel and \$51,000 increase for a full time salary for a 4-H STEM staff member to work with schools. He explained that some costs increases were often factored in for regular operation expense line items and subsequently increased during the budget process by the Finance Department. He stated that he would present the Department's budget to the Mayor Budget hearing. He also explained that the Budget would be approved in April after the Budget Hearings and Mayor Barry's FY18 Final Budget recommendations. The next process would be full Metro Council approval. After Board questions and discussion, Mr. Mark Kerske made a motion to approve, seconded by Laura Bigbee-Fott and the budget was approved.

Mr. Barry shared an update on staff changes. He said that a new administrative assistant had been hired Allison Koon, a new FCS Extension Agent, Elizabeth Sanders, SNAP ED Program Assistant, Tia Mason. He also announce that Keisha Macklin had resigned to take a new position and that Janice Hayslett was retiring and he invited the Board to attend her retirement celebration on February 23, at Southeast facility.

Handouts in the packet were shared on 4H and Opportunity Now and members were asked to review them.

Mr. Barry shared with the Board, as part of the Board's data mining activity, the quarterly reports for the period October 2016-December 2016. The Board was asked to review these data and if questions, be ready to discuss them at the next meeting.

New Business Mr. Covington asked the Board to continue to review the Departmental Goals as addressed in the staff Quarterly Reports and how they mesh with the Board's Program of Work.

Mr. Barry was asked to share his yearly Performance review. It is his responsibility as Department Head to evaluate and hold Performance Reviews for all staff members. It is the responsibility of the Board to approve or disapprove the joint staff evaluation of Mr. Barry. This evaluation process is a combined effort using the UTE Extension Staff Evaluation Model for this process. After discussion and review of the Evaluation document and a motion of Mr. Mark Kerske and seconded by Ms. Laura Bigbee-Fott for approval. The vote was unanimous.

The dates for future Board meetings were presented: May 18, 2017(off-site meeting), August 17, 2017 and November 16, 2017, to allow Board members to mark their calendar to reduce scheduling conflicts. Due to two Board Member conflicts with the May 18, meeting date the Board agreed to a date change to Thursday, May 25th. Mr. Barry was charged with selection of an off-site location and the suggestion was made that Farmer's Market would be the top choice and we could meet earlier for a Dutch Treat lunch.

Staff Performance Data Reporting: Due to the meeting focus on Budget, Staff performance reporting was not held due to time constraints.

Close/Adjourn: The meeting was adjourned at 2:16 pm on motion by Mr. Mark Kerske and seconded by Mr. Bobby Edwards.